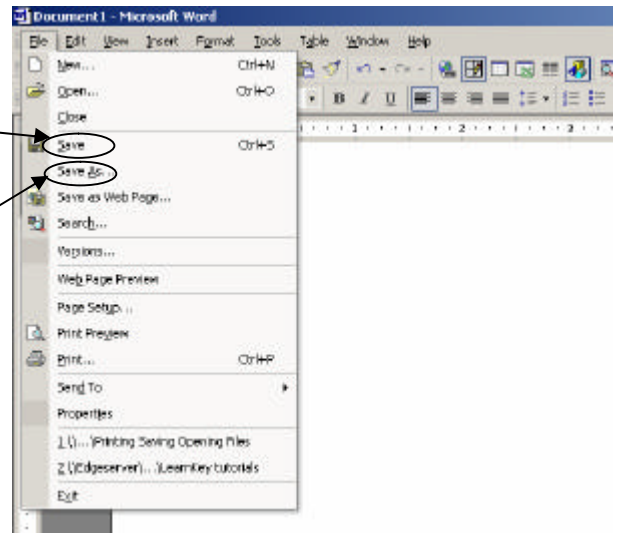


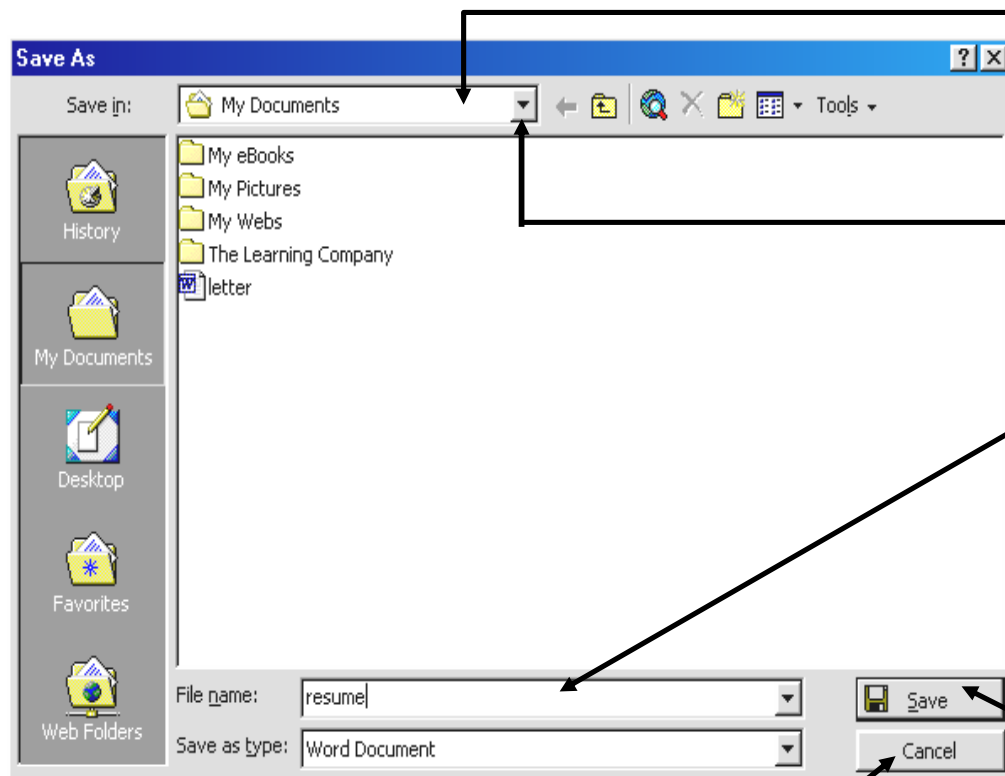
Saving

If the document has been saved previously, select *Save* from the *File* menu by clicking on the word *File*, moving the pointer down to the word *Save*, and clicking once on *Save*. This saves the document immediately



If it has not been saved previously, select *Save As* from the *File* menu and the *Save As* window will appear.

The *Save As* window will allow you to choose where to save the document and give it a name.



The *Save In* window shows in which folder the document will be saved. The default will be *My Documents*.

To change to another location, click the down pointing arrow and select the location from the list.

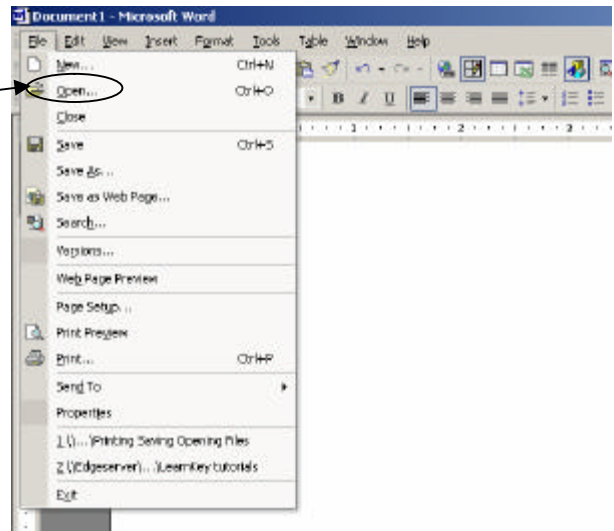
Enter a name for the document in the *File name* box. (The default name for a Word document will be the first line of text on the page.) The default name is highlighted so to change the name, just begin typing.

Click the *Save* button to finish.

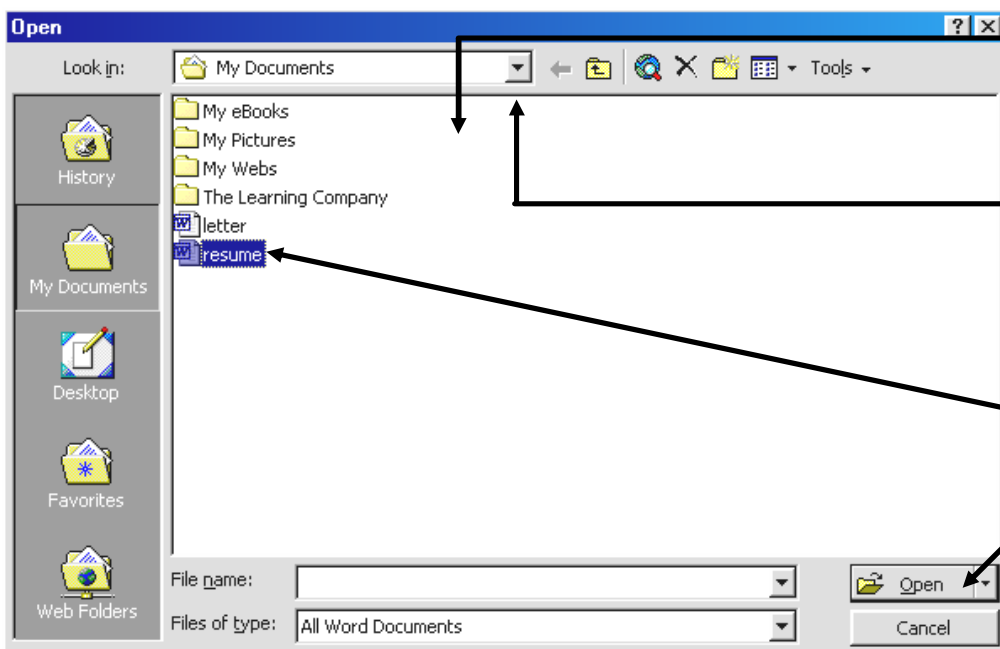
Click the *Cancel* button to exit without saving.

Opening

Select *Open* from the *File* menu by clicking on the word *File* in the menu bar and when the menu opens, moving the pointer over the word *Open* and clicking once.



The *Open* window will appear to allow you to choose the document to be opened.



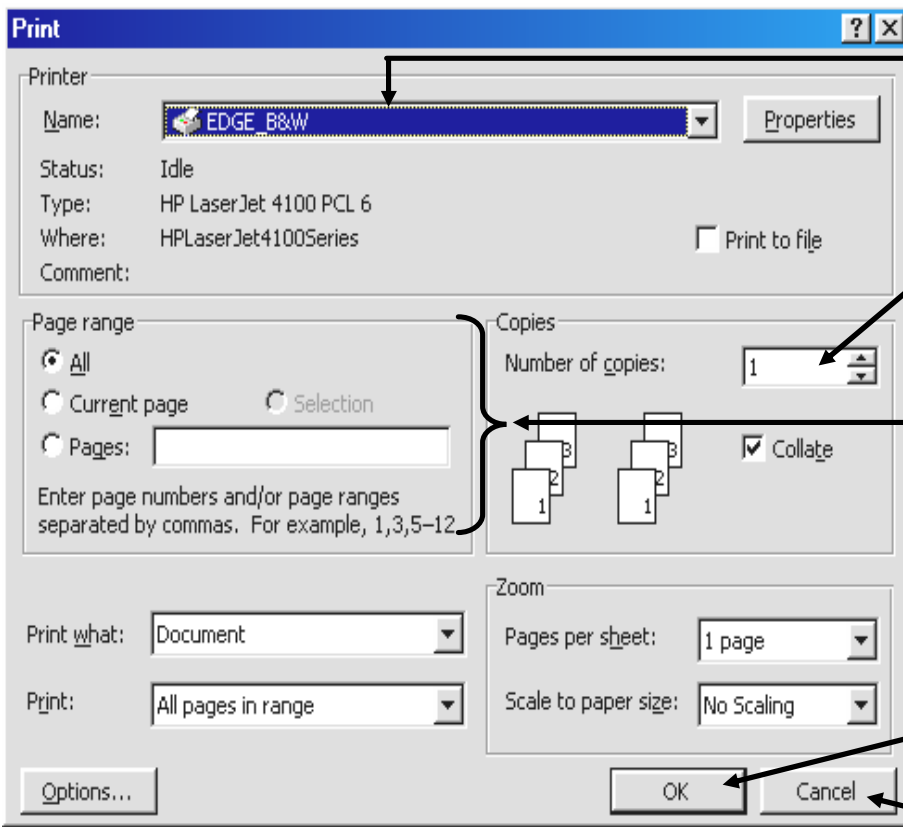
The *Look in* box shows where the computer is looking to find the file.

To change to another location, click the down pointing arrow and select the document's location from the list.

To open the file either select it and click the *Open* button or double click on its name in the list.

Printing

Select *Print* from the *File* menu to open the print window and the *Print* window will appear to allow you to choose different options for printing the document.



The name of the printer is displayed in the *Name* drop down list.

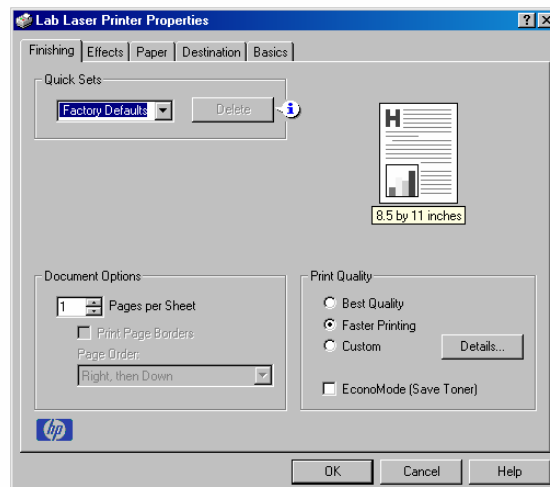
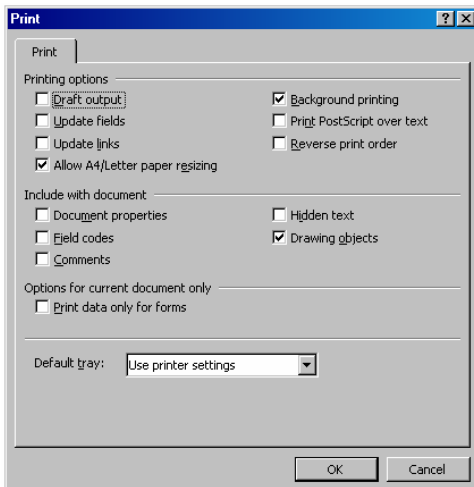
Choose the *Number of copies* to be printed by either typing in the number or using the arrow keys to select the number.

Choose pages to be printed. Select *All* to print all of the pages. Select *Current page* to print only the page where the insertion point is currently located. Select *All* to print all pages in the document. Select *Current Page* to print only the page you are currently working on. Select *Pages* to print only selected pages.

Click the *OK* button to begin printing.

Click the *Cancel* button to exit without printing.

The *Options* and *Properties* buttons below show more advanced choices for changing the way the document prints.



Note: Clicking the *Print* button on the Standard Toolbar prints the document immediately without showing any of the above windows or giving any options.